

Protégé Web Surplus

Revised 7/27/2004

Welcome to Protégé Web Surplus!

Protégé Web Surplus is the online warehouse management system for the state of Louisiana surplus property. Your user ID and Password should have been provided to you by email, along with the link to the Web Surplus site. If not, you may request a User ID and Password through LPAA's website.

GETTING STARTED

- When you receive your user ID and Password via email you will also be provided with a link to Web Surplus. If for some reason you misplace the link, it can be accessed directly from LPAA's website (<http://www.state.la.us/lpaa/surplus.htm>) or the direct link is (<https://protege-la.incircuit.com/protege/websurplus/login.cfm>).
- The first time you access Web Surplus you must create a shortcut to appear on your desktop by doing the following:
 - Once you are on the login page of Web Surplus, using the mouse right click anywhere on the page
 - A dropdown menu appears, then left click on "create shortcut"
 - An icon will be saved on your desktop
- Login to Web Surplus and begin searching surplus property.

Web Surplus Help

Protégé Web Surplus allows you to search for and request items to purchase from the state's surplus warehouse.

The screenshot shows a web browser window with the address bar displaying "Protege Web Surplus". The page has a dark blue header with the site name and navigation links: Home, Wait List, View Cart, Help, Support, and Logoff. The main content area is yellow and contains the following elements:

- A heading: "Search or browse for an item to purchase."
- A search section titled "What are you looking for?" with a white text input box, a blue "Search" button, and a note "(enter up to 3 words) [Help](#)".
- A section titled "Select a category to browse:" followed by a list of categories in a table.
- A footer with the text: "Protege Web Surplus Copyright © 1993-2004 InCircuit Development Corporation. All rights reserved."

Category Description
AGRICULTURAL, ELECTRICAL & MECHANICAL EQUIPMENT
AIRCRAFT EQUIPMENT
CONSTRUCTION EQUIPMENT
COPIERS & PRINTING EQUIPMENT
LAW ENFORCEMENT EQUIPMENT
MARINE & WATERCRAFT
NON-MOVEABLE PROPERTY
RADIO, AUDIO, & VISUAL EQUIPMENT
RECREATION & ATHLETIC EQUIPMENT
RESEARCH, EXPERIMENTATION & TRAINING EQUIPMENT
TRAILERS & TRAILER CONTAINERS
VEHICLES

There are two ways you can search for an item:

1. What are you looking for?

In the white box at the top of the main screen, enter what you are looking for. For example, if you are looking for a Ford Taurus car, you would type "ford taurus" in the white box. If you are looking for equipment that is made by IBM, you would type "ibm" in the white box. You may enter up to three different words in the white box and the system will display items where all three words were found. Once you enter your search criteria into the white box, either left click the "Search" button or press the Enter key on your keyboard to submit your search.

2. Select a category to browse

If you prefer to simply browse different categories of items to see what is available, use the small grid at the bottom of the screen. For example, if you want a small vehicle, but you are uncertain about the details and want to see what is available, click on "Vehicles" in the grid. This will bring up another screen that lists various sub-categories such as buses, heavy trucks, large car, small cars and vans. If you are looking for a small car, click the description in the grid, and you will then see a list of available small vehicles with various fuel options.

While searching or browsing for items, notice a category menu across the top of the page. If you click on one of the links in this menu, it will return you to a prior screen in case you want to make a different selection. If you click on the link labeled "HOME", it will return you to the main screen so you can begin a new search.

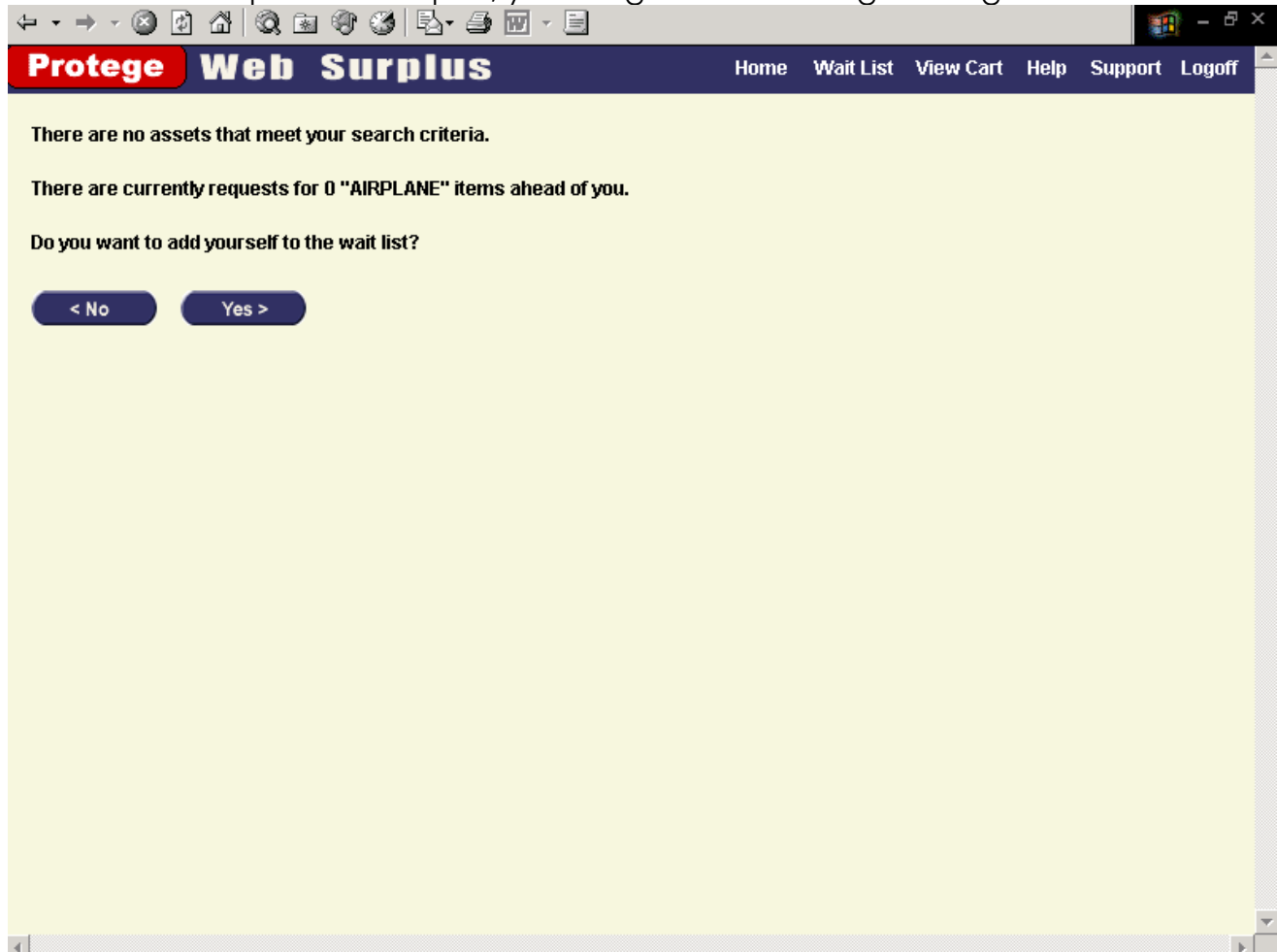
If you need further assistance or have a question or suggestion, you can click on the link labeled "Support" at the top right of the screen, and you can then enter your question or comment.

Putting Surplus Property on Hold

- After finding an item your agency is interested, you may put that item on hold by adding it to your cart.
- When you add the item to your cart, you will receive a confirmation screen giving you the receipt ID number, your agency name, the item, the total item cost, and location details.
 - Print this screen and bring with you when you pick up the items.
 - Reminder – When you add items to your shopping cart it makes them unavailable to other Web Surplus Customers but does **not** put the items on hold until you click the “checkout” button.
 - Items remain on hold for five business days before they return to active status and become available for other agencies.
- Your agency may place up to two vehicles and five other items on hold.
- Items can be taken off the shopping cart by voiding the item number.

Waiting Lists

- If you need an item that is not currently in the warehouse you can be placed on a waiting list. For example, if you search for an airplane and there are no planes in surplus, you will get the following message:



- At this time you would click the "yes" button to add yourself to a waiting list.
 - You will receive an email notifying you that you have been added to a waiting list and the item description.
- When an item that you are waiting for becomes available you will receive an email notifying you the item is available.
 - The item may be put on hold for five days for your agency to pick up.